Enterprise Income Verification (EIV) System
Coordinator Access Authorization Form

(Please Print or Type)

Date of Request:

PART I. ACCESS AUTHORIZATION

* All required information must be provided in order to be granted EIV access authorization rights. This form must not be altered in any way. EIV Coordinator applicants that alter this form will be denied EIV system access. Please write legibly.

A. Authorized User Details	
Name (last, first, and middle initial):	**WASS User ID (H-ID, C-ID, M-ID):**
Position Title:	**Phone Number:**
Email Address:	**Fax Number:**
Type of work which involves use of upfront income verification (UIV) data that is contained in the EIV system:	

B. Site Location (*Complete that which applies to you*)		
I. Office of Public and Indian Housing		
HUD FO Name:	**FO Code:**	**Address:**
Hub/Program Center Name:	**Region/Office Code:**	**Address:**
TARC:	**Region/Office Code:**	**Address:**
PHA Name:	**PHA Code:**	**Address:**
HUD Contractor Name/Firm:	**Contract Number:**	**Address:**

B. Site Location (*Complete that which applies to you*)		
II. Office of Housing		
Name of Owner of Multifamily Housing Project:	**Address:**	
Name of Management Agent:	**Address:**	
Name of Service Bureau:	**Address:**	
Name of Contract Administrator:	**CAID:**	**Address:**

C. Type of Action Requested (*check that which applies. Access is granted for no more than one year before recertification is required.*)

☐ **Add/Recertify Access**   ☐ **Terminate Access**   ☐ **Modify Access**

Expiration date of current access:

D. Portfolio

Specify the project numbers, contract numbers, and project names to which access will be limited, or put "All", in the case of PIH Coordinator applicants. In the case of EIV Coordinator applicants for the Office of Housing's multifamily housing programs, list all project numbers, contract numbers, and project names to which access will be limited. Continue on a separate sheet if necessary.

Project Number	Contract Number	Project Name
1)	1)	1)
2)	2)	2)
3)	3)	3)
4)	4)	4)
5)	5)	5)
6)	6)	6)

PART II. RULES OF BEHAVIOR

A. Introduction

The U.S. Department of Housing and Urban Development (HUD) is actively involved in implementing and maintaining Departmental policies and procedures to keep its Systems secure from unauthorized access and inappropriate use. In compliance with various security-related Federal laws and regulations, HUD created these Rules of Behavior for the EIV system. This document was created to ensure that EIV system users comply with HUD security policies. In addition, this document ensures that system accounts remain secure and are used in the appropriate manner.

HUD may grant limited system access to Coordinators who have a need to utilize the HUD information resources. These include: PHAs, O/A and service bureau staff, CAs, HUD employees, and HUD contractors. EIV resources are for official use only. As a condition of receiving access, you are required to understand and abide by the HUD and EIV system security policies and procedures. The purpose of these policies and procedures is to safeguard HUD's valuable information resources.

All EIV Coordinators must adhere to the Rules of Behavior outlined in this document. The rules clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system. Non-compliance with these rules will be disciplined through sanctions commensurate with the level of infraction. This may include removal of system access for a specific period of time or termination depending on the severity of the violation. See Part III. for potential civil and criminal penalties.

B. Responsibilities

HUD as the System Owner is responsible for ensuring that an adequate level of protection is afforded to the EIV system through an appropriate implementation of technical, operational, and managerial security controls.

EIV Coordinators are responsible for the protection of passwords, information, equipment, systems, networks, and communication pathways to which they have access. All HUD computer resources including hardware, software, programs, files, paper reports, and data are the sole property of HUD.

C. Other Policies and Procedures

The Rules of Behavior do not replace existing HUD policies, rather they are intended to enhance and further define the specific rules each user must follow while accessing the EIV system. The rules are consistent with the policy and procedures described in the following security document:

HUD Security Program Policy. The policy, HUD Handbook 2400.25, Rev. 1 dated May 2005, prescribes responsibilities, practices, and conditions that directly or indirectly promote security in the development, operation, maintenance, and support of all HUD IT resources.

D. Application Rules

The Web Access Subsystem (WASS) user identification (User ID) and password issued to you are to be used solely in connection with the performance of your responsibilities in support of HUD's mission and may not be used for personal or private gain. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your User ID. Furthermore, you agree that you will not provide this confidential User ID/password to another user during employment and upon leaving the Department. Additional rules of the EIV system are as follows:

- **System Access (on-site only).** Users are required to use only approved HUD software,

software settings, and comply with vendor software license agreements. Users are allowed to access the system only using the mechanisms specified by HUD.

- **Unofficial use of government information.** Coordinators must be aware that personal use of information resources is prohibited. EIV data is personal information covered by the Privacy Act and penalties apply to the misuse of that data.

- **Information protection.** Users must avoid leaving system output records or reports unattended or unsecured. Coordinators should lock the computer or log-out of the system when leaving work areas unattended. Users shall not violate Public Law 93-579, Privacy Act of 1974, which requires confidentiality of personal data contained in government and contractor data files. Coordinators should back up their data, test the data backups, and securely store the data in accordance with HUD policy.

- **Use of passwords.** User passwords and User IDs are for your individual use only and are confidential HUD information. Coordinators are required to change passwords every 30 days.

- **System privileges.** Coordinators are given access to the system based on a need to perform specific work. Users shall only access the information for which they are authorized.

- **Individual accountability.** Coordinators shall be held accountable for their actions while accessing the system. Be aware that all computer resources are monitored and audited.

- **Incident Response.** Coordinators should contact their supervisor and the HUD Security Officer immediately regarding any suspected violation or breach of system security.

PART III. USER AGREEMENT

I have read the above policy regarding system security awareness and practices when accessing HUD's information technology resources. I understand the policies and procedures as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the EIV system and its data.

As an authorized user of the EIV system, I, the undersigned, understand the information obtained may only be used for official HUD business. I also understand that I may access, disclose, inspect and use these data only within the scope of my official duties. I understand further that if I abuse my access privileges, these privileges and other access rights may be removed. I also understand that willful disclosure or inspection of EIV data can result in civil and criminal penalties, as follows:

- **Unauthorized disclosure** can result in a felony conviction and a fine of up to $5,000

and/or imprisonment up to five (5) years, as well as civil penalties.

- **Unauthorized inspection** of UIV data can result in a misdemeanor penalty of up to $1,000 and/or one (1)-year imprisonment, as well as civil damages.

I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.

HUD employees are held to the highest level of responsibility/accountability for the protection of HUD data. HUD contractor firms will be expected to apply similar standards to their employees. Employees may be subject to personnel discipline consistent with applicable personnel rules. Contractor firms that do not assure that the Rules of Behavior are observed may be subject to remedies under the terms of their contract.

I understand and agree to follow all HUD standards, policies and procedures [and, **for EIV Coordinator applicants for the Office of Housing's multifamily housing programs only,** certify that I have received, prior to the submission of this EIV Coordinator Access Authorization Form, approval from the authorized official of the owner entity (e.g., General Partner, Board President, etc.) to obtain access to sensitive EIV system data.]

_____   _____ _____
EIV Coordinator's Name   EIV Coordinator's Name   Date
(Signature)   (Print)

For PIH Only:

I authorize the above individual to represent me as a Coordinator with the scope as shown on the preceding pages. I understand that I am responsible for modifying or revoking that right as needed and that the right will expire within one year after it has been granted unless I recertify as to the continued need for the right.

_____   _____ _____
PHA Manager   PHA Manager   Date
(Signature)   (Print)

ALL COORDINATOR ACCESS AUTHORIZATION FORMS AND OWNERS' LETTERS OF APPROVAL FOR EIV SYSTEM ACCESS MUST BE PROPERLY MAINTAINED ON-SITE AND ARE SUBJECT TO AUDIT AT ANY TIME.

INTERNAL HUD USE ONLY: TO BE COMPLETED BY THE HUD EIV USER ADMINISTRATOR

I, as User Administrator, authorize the above person to have access to the EIV system, as indicated by my signature below.

_____   _____
Signature   **Date**

Location of User Administrator (*check that which applies)*:

☐ PIH EIV Helpdesk Contact Number:	☐ Multifamily EIV Helpdesk Contact Number:	☐ HQ User Administrator Contact Number:	☐ FO User Administrator (for PIH only) Contact Number: